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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 5, 1943

PERSONNEL DIVISION MEMORANDUM NO. 15

To: Branch and Division Chiefs and Regional Directors

From: Frederick C. McMillen, Chief, Personnel Division

Subject: Acceptance of Outside Work by Food Distribution
Administration Employees

Paragraph 1548 of the Department Regulations states the attitude of the Department of Agriculture with regard to employees performing outside work.

The policy of the Food Distribution Administration with reference to its employees accepting employment outside of official hours when they are not on official duty is in accordance with the principles of Paragraph 1548. An employee should not accept outside work if it will prevent his rendering full time service to the Administration; if it is of such a nature as to influence his judgment in his position in this Administration; if such employment might tend to cause criticism or embarrassment to the Administration; or if the efficiency of the employee would be impaired by reason of the onerous, laborious, or fatiguing nature of the outside employment. There are certain types of activity listed in Paragraph 1548 that would be considered undesirable because of their conflicting nature and incompatibility with employment in the Department of Agriculture.

However, in view of the existing manpower shortage, it will be our policy to be as liberal as possible in this respect consistent with the provisions of the Department Regulation referred to above. Therefore, all requests of employees for permission to accept outside work during the present war emergency should be referred to the Washington or Regional Personnel Division, as the case may be, for a decision, such reference being accompanied by a recommendation from the Branch, Division or field activity concerned.

Frederick C. McMillen

